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TO: ALL U.S. RESIDENTS OF MADAGASCAR

**SUBJECT: PRESIDENT'S MALARIA INITIATIVE ADVISOR, RESIDENT HIRE,
GS-14 EQUIVALENT, POSITION AVAILABLE IN USAID/MADAGASCAR**

METHOD OF EMPLOYMENT: US PERSONAL SERVICES CONTRACT

The USAID Mission in Madagascar is soliciting expressions of interest from qualified individuals to serve under a resident hire two (2) year Personal Services Contract (PSC), as the President's Malaria Initiative (PMI) Advisor in the Health, Population, and Nutrition (HPN) Office. The contract is for an initial period of two (2) years, with an option to extend for a maximum of two (2) years, to a total of four (4) years, subject to renewal based on annual performance reviews, continuing need for the contractor's services, and availability of funds.

HOURS OF WORK: Eight (8) hours/day, five days per week, two year renewable PSC.

I. BACKGROUND

The Mission activities under the current strategic objective (SO), "Use of Selected Health Services and Products Increased, and Practices Improved," fall within the following components:

- Improve Child Survival, Health and Nutrition
- Reduce Unintended Pregnancy and Improve Healthy Reproductive Behavior
- Prevent and Control Infectious Diseases of Major Importance
- Reduce Transmission and Impact of HIV/AIDS

The SO supports integrated STI/HIV/AIDS, infectious diseases, child, maternal and reproductive health activities at the community and central level.

The HPN program has evolved with new programs, including the new President's Malaria Initiative (PMI), to expand high impact quality maternal, child and reproductive health services, focusing on two levels: strengthening the national health system, and expanding commune-based activities broader and deeper, reaching more communities.

The program concentrates on the integrated implementation of high impact, proven reproductive and maternal and child health efforts that will have an ultimate impact on Madagascar's high fertility, malnutrition, and under five and maternal mortality rates. Results will be achieved through selected activities undertaken in five main program elements which are expected to lead to improvements in health status. The five main elements are:

- Maternal and Child Health

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- Family Planning and Reproductive Health
- Malaria
- Water Supply and Sanitation
- HIV/AIDS

Malaria is a major cause of morbidity and mortality in Madagascar and the Government of Madagascar (GOM) considers control of malaria one of its highest priorities. In addition to support from the U.S. President's Malaria Initiative, Madagascar is the recipient of three malaria grants with a total of \$53 million from the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). With support from WHO, UNICEF, and other national and international partners, a scaling up of malaria prevention and control interventions has already started and considerable progress has been made.

II. TASK

OVERALL DUTIES AND RESPONSIBILITIES

The USAID President's Malaria Initiative (PMI) Advisor is the Mission's senior advisor on all issues involving malaria. The USAID PMI Advisor shall provide leadership, guidance and overall direction on the development and execution of the PMI program in Madagascar in collaboration with the Centers for Disease Control and Prevention (CDC) PMI Advisor. S/he will be responsible for implementing the PMI program by guiding, coordinating and managing the human and financial resources to achieve stated results.

The USAID PMI Advisor has responsibility for a team of one Foreign Service National (FSN) Senior Health Specialist and one FSN Program Assistance Specialist.

The USAID PMI Advisor fulfills a range of supervisory and oversight responsibilities including program management and implementation, analysis, evaluation and administrative duties of broad scope. The USAID PMI Advisor is responsible for the overall management of the PMI budget, including annual budget planning and reporting, and tracking Mission and Field Support funds. PMI program management duties include technical leadership as well as effective and efficient oversight and monitoring to ensure that program performance, objectives and results are achieved in accordance with workplans and formal agreements.

The USAID PMI Advisor is also responsible for fostering coordination. The position requires continuing/regular contact between USAID's Health, Population and Nutrition (HPN), Environment/Rural Development, Food Security and Democracy and Governance programs, implementing partners (both contractors and grantees), Government of Madagascar (GOM) institutions and officials, civil society organizations, and private and corporate sector partners and donors. The USAID PMI Advisor will play a lead role in technical discussions related to malaria with the GOM; non governmental organizations (NGOs); the private sector; U.S. agencies, such as the CDC; and USAID/Washington and regional staff. S/he is

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expected to be entrepreneurial, resourceful, and innovative to attract other promising initiatives and leverage donor funds to expand the portfolio and achieve positive people-level health impacts.

The USAID PMI Advisor will have broad USAID experience and at least a basic understanding of USAID/Madagascar's development programs and thus will independently carry out the functions of this position, based on general procedural guidelines and policy direction from the supervisor. S/he will be under the supervision of and report to the HPN Office Director and will work in collaboration with the CDC PMI Advisor. The USAID PMI Advisor shall liaise with backstops for the HPN program and PMI in USAID/Washington, PMI counterparts in CDC Atlanta, and USAID personnel working within and overseeing the Mission's activities.

Strategic Orientation and Coordination

- Responsible for planning, implementing, and coordinating the PMI program in partnership with the CDC PMI Advisor. Formulates and evaluates program strategies and activities. Develops program priorities (funding needs, targets, and personnel) to respond to national directives, senior management's emphasis, and PMI program priorities. Prepares or directs broad programs to meet national goals. Prepares and develops short- and long-term objectives, plans and systems; establishes priorities; and, coordinates, correlates and integrates PMI activities with those of other resources and activities.
- Serves as an expert advisor in malaria. Coordinates the implementation of national and regional PMI initiatives. Coordinates activities of the implementing partners to ensure the PMI program is coherent, properly integrated with USAID, national, and other donor programs, and that USAID interests are safeguarded.
- Represents HPN and Mission Management at inter- or intra-agency committees, task forces, or work groups that require expert knowledge of agency policies, practices and interests regarding PMI and malaria-related issues. Designs, plans, and participates in workshops, seminars, and conferences of cooperating agencies, donors, academics, and representatives of other development organizations. Disseminates results of evaluations and studies of sectoral programs.
- Maintains productive collaborative relationships with a wide range of partners and stakeholders, including the Madagascar Ministry of Health, Family Planning, and Social Protection (MOHFP), provincial governments, the World Bank, the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM), the World Health Organization (WHO), United Nations Children's Fund (UNICEF), other donors, and NGOs working in malaria and other health areas. Participates and contributes to technical and coordination meetings hosted by MOHFP and other partners.

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- Communicates regularly and works jointly with other members of the USAID/Madagascar Mission, USAID/Washington Global Health Bureau, USAID contractors and grantees, and CDC Atlanta.

Activity Development and Design

- Plans, develops, and implements program/project development activities in malaria. Participates in USAID/Washington Africa and Global Health Bureaus and PMI Management review of proposed projects and programs, policy, and technical input.
- Provides project development support in the design and implementation of the Mission malaria portfolio. Leads the design and development of malaria programs/projects, including initial reconnaissance of projects; preparation of scopes of work for feasibility studies; selection of study contractors; and review and approval of completed feasibility studies.
- Reviews program/project proposals for economic, financial, technical, social, and environmental soundness; and recommends or takes appropriate actions. Reviews or oversees the review of PMI contractor/grantee selection and approval, including related documents such as invitations for bid, plans, and specifications for professional services. Initiates or coordinates evaluation of PMI projects during or following project completion, to ascertain project and cost effectiveness, including implications for future financing.

Program Management and Implementation Oversight

- Fulfills a range of PMI supervisory, administrative, and oversight responsibilities in collaboration with the CDC PMI Advisor. Articulates and communicates to the team the assignment, problems to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion. Informs the supervisor of performance management issues/problems and recommends/requests related actions.
- Provides technical and managerial assistance to the malaria team, MOHFP, and Madagascar public, nonprofit and private sector institutions in the management and implementation of the Mission's PMI portfolio.
- Leads, with CDC PMI Advisor, formulation of strategies, policies and operational approaches for program components. Analyzes data and information to provide up-to-date information for decision-making regarding impact, effectiveness, and necessary inputs and outputs needed for PMI programs. Collects and disseminates information, and drafts regular progress and status reports.
- Develops and approves PMI budget updates and programming. Assists in developing methods to track program implementation, performance, and

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results. Monitors financial, logistical and informational aspects of USAID-supported programs. Assures compliance with USAID legal, environmental, and reporting requirements. Assists MOHFP and implementing partners to set up reporting and tracking systems to provide correct, complete information in a timely manner.

- Oversees the management of projects being implemented under PMI, including services and deliverables provided by contractors and grantees, in accordance with USAID program management regulations and procedures, and practices.
- Serve as the CTO (Cognizant Technical Officer) or Activity Manager for specific acquisition/assistance instruments. Monitor that defined targets are being achieved and the monitoring plan measures progress toward the achievement of results as defined by the PMI Program and HPN Office.

III. REQUIRED QUALIFICATIONS AND EXPERIENCE

In order to accomplish this objective, the PMI Advisor should have the following qualifications and experience:

Education

A Master of Public Health, Public Administration, management or related advanced development degree.

Experience

The Candidate will have at least 15 years of progressively responsible experience in designing, implementing, and managing health programs in developing countries, with a preference given to candidates with African experience. Demonstrated technical leadership, program management, strategic planning, policy experience and problem solving skills working on complex projects in a highly sensitive environment are required. Preference will be given to those candidates with a minimum of five (5) years experience with USAID programs and demonstrating proven knowledge and experience with USAID procedures and systems for program design, procurement, implementation, management and monitoring. Experience in Madagascar is desirable.

The Candidate will also have the following:

- Ability to demonstrate a thorough knowledge of: U.S. government legislation relating to development assistance; USAID programming policies, regulations, procedures, and documentation; requirements for strategy and project design, implementation, management, and evaluation; and, of the objectives, methodology, and status of the programs to which assigned.

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- Ability to interpret public policies and assist in the development of revised policies as required to improve the policy environment in Madagascar.
- Proven skills in management to develop and implement effective malaria prevention and treatment program activities involving financial and human resources.
- Proven skills in administrative oversight of cooperating agency technical advisors and institutional contractors.
- Proven skills in capacity building and mentoring local staff in a developing country.
- Demonstrable skills are required in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management. Ability to navigate and manage politically sensitive issues.

Knowledge and Abilities

Excellent leadership, analytical, communications and interpersonal skills are critical to this position. The Candidate must demonstrate knowledge and experience in working with governmental and/or non-governmental organizations in the health or related sector. Knowledge of USAID requirements and procedures is highly desirable.

The Candidate must also demonstrate the following:

- Strong program management and organizational skills. Ability to work effectively independently and in a team environment and communicate highly technical health information to both health and non-health audiences, and achieve consensus on policy, project, research, and administrative matters. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers. Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation. The candidate must be able to integrate short and long-range objectives of the PMI program within the cultural/organizational needs of the government.
- Must be able to work effectively with a broad range of USG personnel and partners, and have demonstrated skills in donor coordination and collaboration. Excellent interpersonal and communication skills, judgment, and leadership qualities are required, including the ability to collaborate with host-country officials in program implementation and interact with governments, partners, contractors and other stakeholders at the highest levels such as Ministerial, Chief Executive Officer, Chief of Party or equivalent.

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- Excellent computer skills (MS Word, Excel, Power Point, and Outlook, Access, SPSS and other statistical and other relevant software) are required for effectively operating in this position.

Language Fluency (required)

Must have proven ability to communicate quickly, clearly and concisely - both orally and in writing in English and French. Fluency in English at the native speaker level and fluency in French, FSI level S3/R3.

ROLES AND RESPONSIBILITIES

Supervision Received

Reports to the HPN Office Director. Work assignments are in the broadest terms and performance is evaluated in terms of accomplishments and compliance with laws and regulations.

Supervision Exercised

Supervises and reviews work of a staff of two Foreign Service Nationals. May supervise other Foreign Service National, American or Third-Country National staff as assigned by HPN Director.

IV. ROLES AND RESPONSIBILITIES

The position is located in the Health, Population, and Nutrition Office (HPN) at USAID/Madagascar, and is graded as a GS-14 position. The PMI Advisor is supervised by and reports directly to the USAID/Madagascar HPN Office Director.

V. LOGISTICS

Administrative support to include the provision of office space and equipment will be provided by USAID/Madagascar.

VI. LEVEL OF EFFORT

The PMI Advisor shall work full time (a minimum of 40 hours per week, Monday through Friday) for a period of twenty four (24) months, as soon as possible. The contract may be extended beyond two years up to a total of four, subject to annual performance review, continuing need of the services and availability of funds.

VII. ADDITIONAL REQUIREMENTS

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USAID/Madagascar expects to award a Personal Services Contract for 2 years o/a July 1, 2008. The selected individual must obtain medical and security clearances before starting work. The position has been classified equivalent to a U.S. Government GS-14 grade. The actual salary of the successful candidate will be negotiated based on previous work experience and salary history. In case the Candidate does not meet the full requirements for the position, he/she will be hired at a Trainee level GS-13 for the first year of his/her employment which is considered as a probationary period. After one year of service, and if the evaluation of performance is considered as satisfactory or better, candidate will be automatically promoted to GS-14, the grade of the position.

DEADLINE: Submit a completed OF-612 (available at USAID/Reception), a CV, an application letter, and copies of pertinent certificates by **02:00 pm, Friday, May 30, 2008** to USAID/Madagascar EXO/HR, Tour Zital, 6th Floor, Ankorondrano, 101 Antananarivo, Madagascar. Please mark the envelope with **PERNOT 2008-11**.

Applications must be received at USAID Office by the above deadline to be considered.